

CHILD CARE AND SUPERVISION COMPONENT PROGRAM AUDIT WORKING PAPER (SR 2A-WP)

	INITIALS	DATE
Prepared By		
Approved By		

PROVIDER NAME:	PROGRAM NAME:	PROGRAM NUMBER:	PROGRAM AUDIT DATE:
EMPLOYEE:	SALARY \$	RATE \$	AUDIT PERIOD
		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	

A. DOCUMENTATION REVIEWED:

☐ Employee Timesheets ☐ Agency Payroll Records ☐ Personnel File ☐ Other

Date Hired: _____ Date Terminated: _____

Evidence of CCL Compliance:

In file? ☐ YES ☐ NO Dates: _____ FP submission _____ Association _____ Exemption
_____ Child Abuse Index

Duties: ☐ CCS ☐ First Line Supervisor ☐ Other ☐ Admin/Ex. Director

Comments:

B. EXPERIENCE (SR 2A - Column C) (Refer to MPP Sections 11-400r(7) and 11-402.221(c))

Reported Weighting: FTE months

☐ 0 - 23 months (.00) ☐ 24 - 47 months (.15) ☐ 48+ months (.25)

Verified/Weighting: FTE months

☐ 0 - 23 months (.00) ☐ 24 - 47 months (.15) ☐ 48+ months (.25)

Documentation Reviewed:

Resume/Application ☐ YES ☐ NO Other - Specify: _____ ☐ YES ☐ NO

Past Employer Certification ☐ YES ☐ NO

Comments:

If weighting is different from provider's weighting: ☐ experience not applicable

☐ experience not documented

C. EDUCATION (SR2A - Column D) (Refer to MPP Sections 11-400f(9) and 11-402.221(d), and August 30th Report.)

Reported Weighting:

☐ 0 - 59 Units ☐ 60+ Units (.05) ☐ BA - Other (.10)

☐ BA - Behavioral Science (.25) ☐ MA - Behavioral Science (.40)

Verified/Weighting:

☐ 0 - 59 Units ☐ 60+ Units (.05) ☐ BA - Other (.10)

☐ BA - Behavioral Science (.25) ☐ MA - Behavioral Science (.40)

Documentation Reviewed:

☐ Diploma ☐ Official Transcripts ☐ Certification from Educational Institution ☐ Foreign Degree

If weighting different from provider's weighting: ☐ Cannot verify units/degree ☐ Foreign degree not evaluated for equivalency

☐ Degree not from accredited or approved institution ☐ Degree not in a behavioral science

Comments: